

# **Migrant Education Program**

**2016-17 Year Guidelines**

**Authorized by the  
No Child Left Behind Act of 2001**



**State of Wisconsin  
Department of Public Instruction**

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## **I. Overview**

The general purpose of the Migrant Education Program (MEP) as set forth in Section 1301 of ESEA is to ensure that migratory children fully benefit from the same free public education provided to other children. To achieve this purpose, the MEP helps State Education Agencies (SEAs) and Local Education Agencies (LEAs) address the special educational needs of migratory children to better enable migratory children to succeed academically. More specifically, the purposes of the MEP are:

- to support high-quality and comprehensive educational programs for migratory children to help reduce the educational disruptions and other problems that result from repeated moves;
- to ensure that migratory children who move among the States are not penalized in any manner by disparities among the States in curriculum, graduation requirements, and State academic content and student academic achievement standards;
- to ensure that migratory children are provided with appropriate educational services (including supportive services) that address their special needs in a coordinated and efficient manner;
- to ensure that migratory children receive full and appropriate opportunities to meet the same challenging State academic content and student academic achievement standards that all children are expected to meet;
- to design programs to help migratory children overcome educational disruption, cultural and language barriers, social isolation, various health-related problems, and other factors that inhibit the ability of such children to do well in school, and to prepare them to make a successful transition to postsecondary education or employment; and
- to ensure that migratory children benefit from State and local systemic reforms.

## **II. Eligibility Criteria**

Eligible districts must serve at least 10 eligible migrant students. The Department of Public Instruction (DPI) will contact eligible districts.

## **III. Available Funds**

This grant requires a commitment from September 1, 2016, through June 30, 2017. Funds are allocated for migrant programs and projects based on program needs, and on negotiation. Grant activities for the award must be completed and expenses encumbered by June 30, 2017. Carryover of unspent portions of these grant funds into the 2017-18 school year is not allowed.

## **IV. Use of Funds**

Title I, Part C funds shall be used to meet identified academic and support needs of migratory children that result from the effects of their migratory lifestyle and disruption to their education. These funds permit effective participation in activities not provided under other programs.

Priority for service shall be given to migratory children who are failing or most at risk of failing to meet state and locally established challenging content and performance standards, and for children whose regular school year education has been interrupted. If Title I, Part C funds remain after these students unique needs have been met, they can be used interchangeably with Title I, Part A funds to provide service for other eligible migratory children.

Title I, Part C funds may be used for educational or educationally related activities that: (1) directly benefit a migrant child; (2) address a need of a migrant child consistent with the SEA's comprehensive needs assessment and service delivery plan; (3) are grounded in scientifically based research or are a generally accepted practice; and (4) are designed to enable the program to meet its measurable outcomes and contribute to the achievement of the State's performance targets.

SEAs and local operating agencies may use MEP funds to provide the following types of services:

- instructional services (e.g., educational activities for preschool-age children and instruction in elementary and secondary schools, such as tutoring);
- support services (e.g., educationally related activities, such as advocacy for migrant children; health, nutrition, and social services for migrant families; transportation);
- professional development (e.g., training programs for school personnel to enhance their ability to understand and appropriately respond to the needs of migrant children);
- parental involvement activities;
- identification and recruitment;
- coordination activities with other agencies, both within the State and with other States nationwide, including the transfer of student records;
- comprehensive needs assessment activities; and
- evaluation of the MEP.

## **V. Program Elements**

### **A. Application**

The Title I-C Migrant Education Grant is available in the LEA's web-based ESEA Application.

### **B. Required Program Reports**

In order for a migrant child to have Title I-C services, a certificate of eligibility (COE) is required. For all served migrant children, a student academic progress report is required within two weeks of student leaving the school or completing the regular school year.

All educational and support services data must also be prepared for entry into the New Generation System (NGS) in a timely manner, which is automatically updated daily to the Migrant Student Information Exchange (MSIX) system.

Additionally, follow federal regulations for student reporting and timely transfer of records according to statutory requirements Title I, Part C, Sections 1303(e); 1304(c)(7) and (e); Title IX, Part C, Section 9303, regulatory requirements 34 CFR 200.81 and 200.85.

Grantees must submit an End-of-Term report including reflection and evaluation.

### **C. Timeline**

Applicant will submit an end-of-term report no later than 30 days after the close of the project. A final program fiscal report (PI-1086) must be received by DPI no later than 90 days after the end of the project.

<b>Event</b>	<b>Date</b>
Grant applications due	October 31, 2016
Implementation Year	2016-17 School Year
Continuing Enrollment and Residency Report (CER)	September 30, 2016
All funds awarded in continuation grant encumbered	June 30, 2017
Final financial claims due	September 30, 2017

## VI. Financial Requirements

### A. General Requirements

DPI encourages applicants to contact their business manager for assistance with the budget portion of the application. Applicants are required to specify how the grant expenses are allocated by budget category (e.g., salary, fringe benefits, non-capital objects, etc.). The budget should coincide with the activities listed in the grant plan. Grantees must complete grant activities and encumber expenses by June 30, 2017. **Carryover is not allowed.**

#### a) Eligible Expenses

Applicants must submit a budget with a focus on a viable migrant education program, including personnel.

#### b) Ineligible Expenses

Districts may not spend all grant funds on capital objects and may not use grant funds for any activity that is not directly related to removing educational barriers for migrant children.

#### c) Supplement, not Supplant

Funds must be used to supplement, not supplant, efforts funded by local dollars.

Districts shall adhere to the guidelines set by the Wisconsin Uniform Financial Accounting Requirements (WUFAR). Information about WUFAR is available on DPI's website at <http://dpi.wi.gov/sfs/finances/wufar/overview>.

Districts shall also follow the guidelines set forth in the federal Education Department General Administrative Regulations (EDGAR) and the federal Uniform Grant Guidance 2CFR Part 200.

### B. Budget Revisions

Requests for budget revisions are required when significant changes need to be made to the original approved budget. **The district shall not expend funds until DPI approves the budget revision.**

To request a budget revision, grant recipients shall re-submit the online application. The application will send an electronic notification to notify the recipients of the approval or denial.

### C. Financial Claims

DPI recommends that recipients submit program fiscal reports claims in web-based application at least quarterly during the grant period. A final program fiscal report is due September 30, 2017. Questions regarding financial claims should be directed to Alan Virnig, senior accountant, at (608) 266-2428 or [alan.virnig@dpi.wi.gov](mailto:alan.virnig@dpi.wi.gov).

Districts must complete grant activities and encumber expenses for the 2016-17 school year by June 30, 2017. Carryover is not allowed.